GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

APTIDCO - PMAY(U)-YSR JAGANANNA NAGARS Scheme – Procedure to be followed for re-allotment of flats on Joint Ownership in case of Low CIBIL/Death/Over Age cases and cancelation of allotment in cases of not willing/migrated/non traced beneficiaries - Identification of new Beneficiaries and allotment of APTIDCO Flats – Standard Operating Procedure (SOP)- Issued.

MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT (UH) DEPARTMENT

G.O.Rt.No. 429

Dated 05.07.2023

Read the following:-

1. G.O.Ms.No.263, MA&UD (UH) Dept., Dated: 25.10.2016
2. G.O.RT.No.609, MA&UD (UH) Dept., Dated: 20.06.2018.
3. G.O.Ms.No.21, MA&UD (UH) Dept., dated: 23.03.2021.
4. Letter No.64/APTIDCO/2023, Dt: 25.05.2023 of the MD, APTIDCO.
5. Letter No.64/APTIDCO/2023, Dt: 15.06.2023 of the MD, APTIDCO.

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O R D E R:

In the letters read above, the Managing Director, APTIDCO has brought to the notice of the Government that in some ULBS the registrations are not completed due to reasons like un-willing from the beneficiaries, death cases, not traceable cases or migrated, Low CIBIL Score and over age, rejected by banks, etc. As a result, most of the Municipal Commissioners are requesting to replace the old with new beneficiaries for completing 100% registrations. The Managing Director, APTIDCO has requested the Government for issue of necessary procedural guidelines and methodology of Cancellation and Selection of new Beneficiaries.

2. Government, after careful examination of the issue, hereby issue the following Standard Operating Procedure (SOP) guidelines prepared for cancellation of non interested applicants and selection of new beneficiaries :-

SOP for Cancellation and Selection of New Beneficiaries

Background:

In some ULBs, registrations of APTIDCO Houses are not getting completed 100%, due to the reasons likedeath cases, not traceable cases or migrated, Low CIBIL Score and Over age, rejected by banks, Unwilling etc. As a result, most of the Municipal Commissioners are requesting to replace the old data with new beneficiaries for completing 100% registrations, for which procedural guidelines and methodology of Cancellation and Selection of new Beneficiaries are necessary.

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In this regard, the Govt. issued orders (vide G.O Ms. No.263 of the MA &(UBS)Dept, Dt. 25.10.2016 and G.O Rt. No.609 of the MA & UD (UH) Dept, Dt. 20.06.2018) constituting a committee headed by the District In-charge Minister for selection of beneficiaries in a transparent manner through a public notification duly verifying the eligibility as per PMAY-HFA guidelines.

In this context, the following methodology shall be followed by the ULBs for removal or modification of existing beneficiaries and selection of New Beneficiaries for APTIDCO Houses.

It is to be ensured in the first place that the Banks should return the applications with the appropriate reason for non-sanction of the loan to the concerned ULB.

I) **Cases of Bank Loans Rejected by Bankers due to Over Age OR CIBIL(other than reasons of default) and Death Cases:**

- In cases of Over Age (elderly people)OR **Low CIBIL Score** (Other than defaulters) etc. OR death of the beneficiary cases, the Municipal Commissioner shall examine the possibilities of re-allotting the flat to the said beneficiary by joint ownership with their family members OR to the eligible member of the family (in case of death)
- To facilitate this, a 15 days notice shall be served to the Original allottee or to the family member (in case original beneficiary is deceased) informing her/him, to send his written consent, along with details of the Joint Ownership proposed, the consent of the family member and necessary documents. In the notice it may be duly informed to the original allottee that, they can also chose to avail self-contribution option instead of the bank loan component within the stipulated time frame.
- The family member should not have applied for a separate house/flat or have already got allotment of house site. Inclusion of the family members as joint beneficiary should be done duly obtaining written consent of the original beneficiary who is over aged/Low CIBIL Score and is unable to fulfill the terms and conditions of the financing bank. In case of death of Original allottee, the same can be transferred to eligible family member of the house after duly taking the consent in response to the Notice.
- The Municipal Commissioner shall verify each and every reply received from the beneficiaries including **Over age/Low CIBIL score Rejected by Bankers,** for Joint ownership along with required document and he/she shall have to satisfy himself/herself about the validity.
- In case of reply received from the family members of the deceased beneficiaries also, the MC shall have to verify the documents and satisfy.
- **Ownership of a property:** Flat will be re-allotted on joint ownership i.e., original beneficiary and family member (with consent given) and Municipal Commissioners shall issue revised allotment proceeding to the banks for releasing bank loans.

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- If the primary beneficiary and joint beneficiary agree to the above, the sale agreement issued earlier may be recalled and fresh allotment letter and sale agreement is to be issued in joint names/in the name of the family member (in case of deceased beneficiary). In case of family member of deceased beneficiary the approval of the Committee shall be taken. (Constituted vide **G.O.Ms. No.263 & G.O Rt. No.609)**
- Further, it is seen that in certain cases the joint applications are turned down saying that the co-applicant is having higher income. In such cases, it is to be noted that the co-applicant is added to original beneficiary only to ensure that, they meet Bank eligibility criteria by accepting a similar liability as that of the beneficiary. In such cases, while verifying the eligibility of the beneficiary, only the original beneficiary 's income status is to be taken in consideration.
- A list of such re-allotments made in favor of joint beneficiaries may be sent to the bankers with a request to replace the earlier name of the single beneficiary with joint beneficiaries.
- The above procedure is only to facilitate the over aged/Low CIBIL beneficiaries who are in real need of a house and are deprived of allotment house on the pretext "non fulfillment of terms and conditions of the lending bank and eligibility criteria".

In case there is no response to the Notices or response is not convincing or the details of Joint ownership not submitted, **the Municipal Commissioners shall follow the procedure mentioned atpoint III-(Cancellation Procedure) and Point IV (Selection Procedure).**

II) **Not Willing/Not Traced/Migrated:**In Cases of Not Willing a Notice Shall be served to the individual(s) giving time for 15 Days to come forward and complete the Bank Loan and Registration Process. In case of Migrated/Un Traced such 15 Days' Notice shall be served at the available address and list of such cases shall be displayed at the Ward Secretariats, Municipal Office and Other Government Offices in the Jurisdiction of the Municipality/Corporation and also disseminated widely in the Local NewsPapers.

In case there is no response to the above Notices, **the Municipal Commissioners shall follow the procedure mentioned at point (III) and Point (IV) below.**

III) Cancellation of Sale Agreements in case of no response to the Notices Served at I & II:

- If, no reply to the Notices is received within 15 days or response submitted is not satisfactory, the Municipal Commissioners can consider the Sale agreements for cancellation and shall place the list of such cancellation before the Committee constituted vide **G.O.Ms. No.263 & G.O Rt. No.609**for allotment of G+3 flats under Pedalandarikiillu program. Cancellation of Sale Agreements also to be placed before the above committee for approval.

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- Municipal Commissioners have to issue final cancellation orders to the beneficiaries and also update the present status in Navaratnalu / GSWS online website.
- Publicity for the Cancelled cases should be given through local media along with the reason of cancellation.
- The cancellation list shall be displayed in the notice board of ULBs and all Ward Secretariats.

IV) Selection of New beneficiaries in place of cancelled Beneficiaries:

- After completing the above, Municipal Commissioners shall arrive at the number of un-allotted flats category wise.
- While allotting flats to beneficiaries, Municipal Commissioners shall give priority to allot flats in the order of 430 sft, 365 sft and 300 sft. Allotment of 300 sft houses shall be taken up after completion of 365 and 430 sft houses.

- During identification of new beneficiaries, **first priority** shall be given to the beneficiaries who are eligible and have already paid beneficiary up-contribution earlier but were not allotted flat due to genuine reason **and for whom the refund is pending.**
- **Second priority** shall be given to those beneficiaries, who have applied for house in the existing Navaratnalu/GSWS online website and found eligible but house is not yet allotted.
- **After exhausting above 2 categories if flats are still left vacant, Municipal Commissioners shall call for new applications.**
- 'Identification of new beneficiaries" shall satisfy the eligibility norms under PMAY (U) guidelines & 6 step validations.
- Publicity shall be given thru local media w.r.t. selection of beneficiaries against the no. of vacant flats for each category.
- **If number of applications received is more than the number of vacant houses, then:**
    a) Applicants who come forward to pay Beneficiary Contribution and bank loan by Self Contribution (instead of bank loan) in respect of 365 Sft. and 430 Sft shall be allotted on priority and if such Self Contribution cases are more than the un allotted houses, a Lottery shall be conducted for allotment between them.
    b) The remaining vacant houses after allotment to Self Contribution Segment as above shall be allotted through a lottery in a transparent and open Procedure.

- The selected lists in all the cases shall be placed before the Committee as per G.O.Ms. No.263 of the MA & UD (UBS) Dept, Dt. 25.10.2016 for getting approval.
- **Municipal Commissioners shall ensure that 300 sft houses are not allotted to the existing 365 and 430 sft houses beneficiaries.**
- The existing Guidelines shall be followed scrupulously.

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3. APTIDCO shall

(a) Constitute a special Cell /Help Desk to closely coordinate and guide the ULBs till the completion of the exercise.
(b) APTIDCO shall ensure that the model notice format(s) are communicated to the Municipal Commissioners concerned for uniformity.

4. The Commissioner & Director of Municipal Administration, Andhra Pradesh and the Managing Director, APTIDCO shall take necessary further action in the matter accordingly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

Y SRILAKSHMI
SPECIAL CHIEF SECRETARY TO GOVERNMENT

To
The Commissioner & Director of Municipal Administration,
Andhra Pradesh, Mangalagiri, Guntur District.
The Managing Director, APTIDCO, Vijayawada.
Copy to:
PS to Minister for MA&UD.
PS to Spl.CS, MAUD.
SF/SC.

// FORWARDED: BY ORDER //

SECTION OFFICER